

INFORMATION SYSTEMS MANAGER

PURPOSE: Assist in the administration and implementation of information systems.

FUNCTIONAL AREAS: Under direction:

1. Supervise assigned employees.
 - * A. Coordinate, prioritize, schedule, assign and supervise work loads and projects.
 - B. Recommend the hire, transfer, suspension, discipline and discharge of subordinate employees.
 - C. Provide for the education and training of subordinates in correct and safe operating procedures.
 - * D. Delegate responsibility and authority to subordinate personnel to carry out division activities.
 - E. Recommend adjustments or other actions in employee grievances.
 - * F. Evaluate work performance of subordinate employees.
 - * G. Enforce rules and procedures for efficient management and safe and acceptable work performance.
2. Evaluate the effectiveness of existing and proposed procedures and operational practices.
 - * A. Analyze current operations and procedures to determine problem areas, make recommendations to improve areas of operation, implement changes, and evaluate for desired results.
 - * B. Assist department personnel in determining the scope of a particular project as well as establishing goals and timetables.
 - * C. Provide department personnel with relevant information to assist them in the decision making process.
 - * D. Assist department personnel in preparing and presenting recommendations.
3. Develop user solutions and operational procedures as directed.
 - * A. Research necessary data and systems to develop new and more efficient procedures.
 - * B. Consult with various city departments and other government agencies to develop and recommend products.
 - * C. Provide training on new or existing computer hardware and software applications.
 - * D. Determine needs, requirements, timetables, and priorities of assigned work projects, such as mainframe applications, server upgrades, PC applications, data base structure, or Geographic Information Systems.
 - * E. Provide directions and assistance to others involved in operational problem solving.
 - * F. Assist in formulations of MIS policies and administrative procedures.
 - * G. Prepare and/or present reports and proposals.
 - H. Attend meetings as directed.
 - I. Prepare, negotiate, and monitor vendor contracts.

- J. Specify for bid application computer equipment required to support MIS functions.
- * K. Maintain inventory of computer equipment and supplies.

JOB REQUIREMENTS

Experience and Education Requirements:

- ❖ A. Five (5) years of verifiable experience in an information systems occupation which includes work in computer operations, software development, systems testing, and standards management, including one (1) year of which shall have been in a managerial capacity; and,
- ❖ B. A college degree in Computer Science, Information Management, Accounting, Business Administration or a related field.

Knowledge Requirements:

- ❖ A. Knowledge of various computer hardware and software configurations and use of software programs in the development and presentation of information.
- ❖ B. Knowledge of mechanics of computer center operation, including job control procedures, system administration, and data entry processes.
- ❖ C. Knowledge of quantitative and statistical methods as related to a business application.
- ❖ D. Knowledge of budgeting and capital improvement programming.
- ❖ E. Knowledge of program analysis, planning, implementation and evaluation principles and techniques.
- ❖ F. Knowledge of accepted personnel, supervisory, and management practices.

Skill Requirements:

- ❖ A. Skill in the operations of mainframe, mid-range, or server computers and related equipment.
- ❖ B. Skill in writing reports, letters, memos and presentations in an understandable and logical format.
- ❖ C. Skill in communicating logically and accurately in oral and written forms.
- ❖ D. Skill in evaluating and analyzing operational methods and procedures.
- ❖ E. Skill in managing and tracking multiple projects concurrently.

Ability Requirements:

- ❖ A. Ability to make decisions and implement course of action.
- ❖ B. Ability to organize, schedule, coordinate and delegate work.
- ❖ C. Ability to establish and maintain effective working relationships with supervisors,

employees and the general public.

- ✦ D. Ability to transport oneself to, from and around sites of projects and sites of public meetings.
- ✦ E. Ability to transport (usually by lifting or carrying) materials and equipment weighing up to 55 pounds, such as computers, monitors and boxes of computer paper.
- ✦ F. Ability to read and interpret technical manuals, basic blueprints, maps and other manuals as required.
- ✦ G. Ability to attend work on a regular basis.

* Essential functions of the job.

- ✦ Job requirements necessary on the first day of employment

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